DOCUMENT RESUME

ED 099 650 CE 002 750

TITLE	A Step-by-Step Procedure for Implementing a Computerized Follow-up System.
INSTITUTION	Bryan Independent School District, Tex.
PUB DATE	[73]
NOTE	58p.; For analysis of data see CE 002 749. Computer printout and some appendix pages are marginally legible
EDRS PRICE	MF-$0.75 HC-$3.15 PLUS POSTAGE
DESCRIPTORS	*Computer Oriented Programs; Data Analysis; *Data Collection; Followup Studies; *Information Systems; Models; Secondary Education; Systems Approach; *Vocational Education; *Vocational Followup
IDENTIFIERS	Texas

ABSTRACT

The document describes a plan for vocational followup and evaluation, including details of procedures and samples, for three basic uses: to evaluate vocational programs offered at the time the study is made; to determine if new vocational programs may be needed and, if so, when they are needed; and to evaluate the overall effectiveness of school guidance programs. The document describes the four basic procedures of the followup system: conditioning of students to understand the purpose of the followup and encourage responses, collecting information, followup mailings, and the preparation of final reports. Questions which can be answered by a followup study are listed along with uses of the data generated. Procedures currently used in a computer model developed as a systems approach to followup are described. Elements include: collecting and recording information, maintaining the information, using the information, and results achieved from the computerized system. More than half of the document is devoted to appendixes, including: memos, instructions for completing computer data forms, sample forms, computer codes, and sample school letters to former students. (NH)

ED 099650

A STEP-BY-STEP PROCEDURE FOR IMPLEMENTING

A COMPUTERIZED FOLLOW-UP SYSTEM

BEST COPY AVAILABLE

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

BEST COPY
AVAILABLE

BRYAN INDEPENDENT SCHOOL DISTRICT

CE000 2750

A STEP-BY-STEP PROCEDURE
FOR IMPLEMENTING
A COMPUTERIZED FOLLOW-UP SYSTEM

BEST COPY AVAILABLE

PROCEDURES FOR STUDENT FOLLOW-UP

The Follow-up service is concerned with what happens to students while in school as well as after they have left school. It is interested in their progress in relationship to the total or any part of the educational program.

Since students are readily available for follow-up data and activities while they are still in school, development of a program to follow-up on in-school students would be relatively simple. The difficult task is to keep in contact and obtain needed information and data on students once they have left the school environment. Since the requirements for follow-up on former vocational students are better defined, the following is a plan for vocational follow-up and evaluation.

Objectives

The major purpose of any follow-up program should be to determine whether or not vocational students are gainfully employed in an honorable occupation and if the preparatory training they received is of benefit to them. Essential to this program is the preparation of statistical reports which reveal the effectiveness of vocational preparatory training.

Although follow-up can be used in numerous ways, the basic uses of any follow-up program are the following general ways:

1. To evaluate vocational programs being offered at the time the study is made.

2. To determine whether or not new vocational programs may be needed and, if so, when they are needed.

3. To evaluate the general overall effectiveness of the school guidance programs.

Two major advantages of a follow-up program over other means of validating vocational course effectiveness are:

1. The former student may be followed no matter where he has relocated. (This would not be possible if only local follow-up is made.)

2. Job availability for young workers is learned on an actuality basis by asking for responses directly from the employees rather than from their employers. (Sometimes the employers may state a job is available for a worker and may not hire a young worker.)

Personnel

Involved in the follow-up program can be the following persons with major roles:

1. Follow-up Coordinator
2. Vocational Teacher
3. Students in vocational courses
4. School Counselors

Although the vocational teacher usually plays the major part in most vocational activities, students can play vital roles in these activities. By becoming actively involved in the follow-up program in such ways as collecting and analyzing job information supplied by former students, vocational students become more capable of making their own decisions. From teachers and students the counselor may collect statistics and together they may share pertinent data with administrators. The same information in turn is transmitted not only on an entire school system level but also to district and state level. Regardless of the magnitude of a school's follow-up program, some one person should coordinate the overall activities of the program. This may be the Vocational Counselor, Vocational Supervisor, a Vocational Teacher, or a separate Follow-up Coordinator. Thus, many levels of personnel become involved in the follow-up process.

Basic Procedures

A follow-up system usually consists of four basic procedures:

1. Conditioning of Students

   a. The Follow-up System is designed to use practical methods of encouraging voluntary responses from former students. Perhaps the key point in the entire system is the "conditioning" of the students while they are in school to respond to future querries and mail-outs. This can be done in several ways:

      (1) The instructor/student relationship is probably the most important factor. The instructor is the key person that must be involved and a good instructor will be in contact with their former students. Perhaps all that is needed is a more conscious awareness on the part of the instructor and student that follow-up will help the instructor maintain a current file on former students, whether it be automated or not.

      (2) Conduct a presentation using a transparency of the information needed and the type of mailer students can expect to receive after they have left the school system. This will prevent a misunderstanding of Follow-up and and will help former students in regard to updating their mailer they will receive in the future.

      (3) Remind the student at exit time that he/she will be expected to respond to a brief Follow-up mailer at some time in the future.

      (4) Other methods of conditioning the student are:

         (a) Campus newspapers which can promote Follow-up through articles and advertisements.

         (b) Lunchroom banners reminding students of Follow-up.

         (c) Radio, television, and the press could also provide public service announcements at response time.

   b. The student should be completely informed as to the purpose of the Follow-up program. The usefullness of the information to the people of the state should be emphasized as well as the personal interest that the instructor has in the students' future. An unmistakable understanding of the positive nature of the Follow-up should dispel distrust at response time.

2. Collecting Information

a. This involves collecting information from students while they are in school to determine their current status and information necessary to locate them in the future to maintain the information current at all times.

(1) Filling out Information Form--The teacher is responsible for accounting for each student who is in the Vocational program and will exit at some future date, whether this is a transfer to another program, graduation, or departure from school for any reason. Students need to be impressed with the idea that leaving school requires a formal procedure similar to that required at registration time.

(2) By use of a standardized Information Form, filled out while the student is attending any Vocational Preparatory program, the data needed on the student can be captured. This form must be completed for every student who will leave a program at some future date whether this is a transfer, early departure, or graduation. (See Form 1)

b. Instructions for filling out the Information Form will be discussed later.

3. Follow-up---This involves sending periodic mailers to former students at predetermined intervals to learn their most current status.

a. The mailing of a computer printed mailer for each former student is the next procedure. The mailer will include the information on that former student that is maintained in the master file at the time the mailer was printed. Mailers are forwarded to former students during their birthday month and the former student is asked to review the information on the mailer and correct, add, or delete any information that is incorrect or missing. (See Form 2)

b. The mailer will be accompanied by a first class, prestamped, self-addressed return envelope. The former student will update the mailer, place it in the return envelope and mail it back to his former Vocational Teacher. If a former student does not respond within ten days, a "reminder" will be mailed to those that did not respond.

c. The information on the mailer can be updated by the Teacher if the information is known. Otherwise, it should be referred to the nonresponding student by whatever means the Teacher deems advisable.

d. When the updated mailers have been received, the information is noted by the Teacher and then recorded in the Master File. The mailers are retained by the Teachers until they receive an updated printout of the information.

BEST COPY AVAILABLE

Form 1

ACTIVE STUDENT DATA FOR COMPUTER FILE

1. Identification Number _____ (1-9)
(Social Security No. or Student Identification No.)

2. Student's Name: _____
(Last 11-22) (First 23-32) MI 33)

3. Is student currently employed? Yes _____ NO _____ (34)

4. If yes what occupation? _____ (35-49)

5. OE code for occupation in which employed: _____ (50-56)

6. Title of Job: _____ (57-69)

7. Number of hours per day employed _____ (70-73)

8. Salary per hour: _____ (74-77)

9. Sex: Female _____ Male _____ (78)

10. Race (white, Negro, Mexican-American, etc): _____ (79)

11. Current Address: _____
(No. & Street 11-31) (City 32-42) (State 43-47) (Zip code) (43-37)

12. Current telephone number: _____
(Area code 53-55) (Phone Number 56-62)

13. Date of birth (Month-day-year) _____ (63-68)

14. Date of this record (Month-day-year) _____ (69-74)

15. Parents'/Guardian's Address: _____
(No. & Street 11-31) (City 32-42) (State 43-47)
_____
(zip code 48-52)

16. Parents'/Guardians' Telephone No. _____
(Area Code 53-55) Phone No. 56-62)

17. Remarks _____ (63-79)

18. Employer's Address: _____
(No.& Street 11-31) (City 32-42) (State 43-47) (Zip 48-52)

19. Employer's Telephone No. _____
(Area code 53-55) (Phone No. 56-62)

20. Name of employer _____ (63-79)

21. Vocational Program/course in which enrolled _____ (11-14)

* 22. OE code for occupation in which student is being trained: _____ (15-21)

23. Total number of hours in vocational course in which enrolled _____ (22-25)

* 24. Name of school attending _____ (26-28)

25. Grade in which enrolled _____ (29-20)

* 26. Name of vocational teacher/coordinator _____ (31-47)

27. Date entered this vocational program/course _____ (48-51)
(month-year)

* 28. Date exited/scheduled for completion _____ (52-55)
(month-year)

* 29. Reason for exiting: _____ (56-59)

30. Remarks _____ (60-79)

* Key Item

BEST COPY AVAILABLE

FOLLOW-UP DATA FOR COMPUTER FILE

THE FOLLOWING INFORMATION IS THE COMPUTER FILE FOR HAZEL J BAYER IN THE BRYAN PUBLIC SCHOOLS FOLLOW-UP PROGRAM. PLEASE CHECK THE INFORMATION BELOW CORRECTING ANY ERRORS AND COMPLETING ANY INCOMPLETE ITEMS. PLEASE RETURN THE CORRECTED COPY TO BRYAN INDEPENDENT SCHOOL DISTRICT, BRYAN, TEXAS 77801. THE CORRECTIONS WILL BE REFLECTED IN NEXT YEARS MAIL-OUT TO YOU.

STUDENT ID NUMBER - 464247898 DATE OF THIS RECORD - 010473

NAME WHILE A STUDENT - HAZEL J BAYER EMPLOYED - YES

OCCUPATION - NURSING LVN

JOB TITLE - OFF NUR ASST HRS/DAY - 08.00 CURRENT SALARY - 0510

SEX - F RACE - W DATE OF BIRTH - 110322 BEGINNING SALARY -

PRESENT NAME (IF DIFFERENT FROM ABOVE) -

NUMBER OF EMPLOYEES SUPERVISED - 002 YEAR ENTERED FOLLOW-UP PROGRAM - 71

CURRENT ADDRESS - 306 No. HASWELL DR. BRYAN TEXAS 77801

PHONE NUMBER - 713 8231649 WERE YOU ENROLLED IN A VOC/ED PROGRAM - YES

EMPLOYER ADDRESS - 302 EAST 27TH BRYAN TEXAS 77801

EMPLOYER PHONE NUMBER - 713 8223785 EMPLOYER NAME - DR. T.T. WALTON,

.CH COURSE DID YOU TAKE

PROGRAM CODE - VONR NO. HOURS IN COURSE -

SCHOOL CODE - 001 TEACHER - MEYER DATE EXITED - 0871

REASON EXITED - HOURS COMPLETED - 1793 PERCENT COMPLETED - 100

POST EXIT ACTIVITY - WORK DATE YOU STARTED THE COURSE -

REMARKS -

HAZEL J BAYER
306 N. HASWELL DR.
BRYAN TEXAS 77801

4. Final Reports--This involves analyzing data collected and making valid statistical reports and studies. This final step is necessary for program effectiveness to be learned.

   a. The purpose of the Follow-up study is to produce valid statistical reports on the effectiveness of vocational preparatory training to answer the basic question, "Is the former student gainfully employed in an honorable occupation? If so, did preparatory vocational training contribute?"

   b. Instructors will be provided records containing the information maintained in the master file on each of their students, both active (currently enrolled vocational class) and former students. In addition to the demographic information on each student, the record will show what vocational course the student is/was enrolled in, who his teacher is/was, when he exited the course, reason for exiting, post-exit activities, if employed, who his employer is, address of employer, job title, hours employed, salary, number of employees supervised and whether he has received a step increase in his present job. It will also provide space for the instructor to update any information he receives on his former student. These records form the basic file and provide the instructor the detail information from which he can develop other records and reports. (See Forms 3 and 4)

   c. In addition to the above records, the instructor is provided summaries of data relative to the former students in their classes. These summaries provide statistical data on all former students for each course and occupation students were trained in, by the year students exited the program. Records are maintained for only five years, accordingly summaries are provided for the preceding five years. (Note: Records could be maintained for as long as may be desired.) These summaries provide data for the instructor to make out various reports required by administrators at local, regional, and state levels. (See Form 5)

   d. The local administrator for Vocational/Technical Education is also provided summaries of data for all former Vocational students. One summary provides data by year students left the various vocational programs (this includes students that have gone from one vocational program to another) (See Form 6); another summary provides data for all vocational students in the five-year follow-up program (See Form 7); and a third summary which provides data on former students other than vocational students (See Form 8). In addition to the above summaries, the administrators are provided two similar summaries which outlines data on just those students who have terminated their experiences with the local school system and have exited the system completely.

BRYAN PUBLIC SCHOOLS

VOCATIONAL EDUCATION

ACTIVE STUDENT ROSTER

BEST COPY AVAILABLE

INSTRUCTOR : WILLIAMS CAMPUS : BRYAN HIGH VOC. COURSE : COOPERATIVE AGRICULTURE DATE:01/26/73

STUDENT ID NO.	STUDENT NAME	SCHOOL GRADE	DATE OF BIRTH	SEX	RACE	ADDRESS: STREET	CITY	STATE	ZIP CODE	PHONE NUMBER	USOE CODE	HOURS IN COURSE
	DATE OF INFO / EMPLOYER NAME	ADDRESS OF PARENT OR GUARDIAN (IF DIFFERENT FROM STUDENT) / OCCUPATION OR JOB TITLE				ADDRESS OF EMPLOYER				PHONE NUMBER	REMARKS / USOE CODE	MAS SKILL DIP. MS.
010129040	ARNOLD AUBREY W	12	020255	M	W	405 FAIRWAY STREET	BRYAN	TEXAS	77801	8229239	01.0704	07.0
	010873 AUBREY W ARNOLD	WORKER				405 FAIRWAY STREET	BRYAN	TEXAS	77801	8229239	01.0704	04.0 2.00
445785484	BRITTEN RANDALL D	11	040355	M	W	3810 S. COLLEGE	COLLEGE STA	TEXAS	77840	8224335	01.0100	1440
	092072 WALTER S. BRITTEN	RANCH EMPLOYE				DIANA B	BRYAN	TEXAS	77801	8224335	01.0103	03.0 1.00
455041004	CERINO JOHN A	11	052154	M	W	908 WEST 26TH STREE	BRYAN	TEXAS	77801	8235941	01.0101	1440
	092072 RICHARD RUFFINO	PROCESSOR				3304 CARTER CREEK	BRYAN	TEXAS	77801	8230283	01.0406	03.0 1.00
453069324	COBB DONALD R	11	103055	M	W	RT. 3, BOX 207 A	BRYAN	TEXAS	77801	8226027	01.0103	1800
	110172 LILLY DAIRY PROD.	WAREHOUSEMAN				NORTH WASHINGTON	BRYAN	TEXAS	77801	8221515	01.0401	04.0 1.00
453037591	DOWNEY MICHAEL A	11	042355	M	W	RT. 2, BOX 283 C	BRYAN	TEXAS	77801	8222858	01.0100	1440
	092072 SAM DOWNEY	RANCH EMPLOYE				RT. 2, BOX 283 C	BRYAN	TEXAS	77801		01.0103	03.0 1.00
463025110	EBNER JAMES F	12	021754	M	W	920 COLE	BRYAN	TEXAS	77801	8235514	01.0100	1440
	092072 PETE PALASOUA	RANCH EMPLOYE									01.0103	03.0 2.00
455040037	FICKEY TIMOTHY J	11	041556	M	W	RT. 2, BOX 144	BRYAN	TEXAS	77801	5892693	01.0103	1800
	110172 RAYMOND FICKEY	RANCH HAND				R F D 2	KURTEN	TEXAS		8224100	01.0800	04.0 1.00
460135225	GLOCKZIN MORRIS L	11	073056	M	W	RT. 5, BOX 116	BRYAN	TEXAS	77801	8232871	01.0100	1800
	110172 SEARS & ROEBUCK	TOOLS SALESMN				1313 BARAK LANE	BRYAN	TEXAS	77801	8467472	01.0500	04.0 1.00
449980410	HERNANDEZ ANTONIO B	11	102754	M	M	303 NORTH STERLING	BRYAN	TEXAS	77801	8229005	01.0100	1800
	110172 LILLY ICE CREAM	WORKER				NORTH WASHINGTON	BRYAN	TEXAS	77801	8221515	01.0401	04.0 1.00
462945824	HOLLIS SAMUEL S	11	020656	M	W	409 ASH STREET	BRYAN	TEXAS	77801	8225552	01.0100	1800
	110172 BRAZOS POULTRY CO	DISTRIBUTOR				409 ASH STREET	BRYAN	TEXAS	77801	8225552	01.0402	07.0 1.00
021902001	JADLOWSKI CRISTOPHER N	12	041055	M	W	1911 VINEWOOD STREE	BRYAN	TEXAS	77801	8224136	01.0100	0720
	010873 GEORGE SAMPSON	GROUNDSKEEPER				1200 RIDGEDALE ST.	BRYAN	TEXAS	77801	8230051	01.0506	04.0 1.00

BRYAN PUBLI SCHOOLS

FORMER STUDENT FOLLOW-UP DATA

BEST COPY AVAILABLE

INSTRUCTOR LANDISS CAMPUS BRYAN HIGH YEAR IN FOLLOW-UP 72 DATE OF RECORD 01/26/73

STUDENT ID NO.	STUDENT NAME	DATE OF BIRTH	SEX RACE	CURRENT ADDRESS STREET CITY STATE ZIP CODE	TELEPHONE NUMBER	VOC. ED. COURSE	USOE CODE	APT. COMP.
	DATE OF INFO / PRESENT NAME	REASON EXITED	POST EXIT ACTY	SUPER. INC	NO EMP. STEP	REMARKS		
	EMPLOYER NAME	OCCUPATION OR JOB TITLE	ADDRESS OF EMPLOYER		TELEPHONE NUMBER	USOE CODE	HRS SALARY	EMP PER WK
000129556	SPIES DEBRA E 021672 H.H. TANNER	052154	F N GRAD SALES CLERK	2008 BECK ST. BRYAN TEXAS 77801 WORK 108 NORTH BRYAN BRYAN TEXAS 77801	8226860	HMKT	09.0101 04.0500	04.00120
451869316	SWAIN ULYSEE 111771	081152	M N GRAD	911 WEST 17TH STREE BRYAN TEXAS 77801 UNKN	8224543	HMKT	09.0101	
450929184	THORNTON ROSIE M 111771	031053	F N GRAD	1223 RIDGEDALE APT10 BRYAN TEXAS 77801 UNKN		HMKT	09.0101	
000129599	VILLAREAL SYLVIA A 111771	100853	F M GRAD	371 OLD MEANNE ROAD BRYAN TEXAS 77801 UNKN		HMKT	09.0101	
000131756	WARREN ELLA M 092672	013054	F N DROT	1405 ROLLINS BRYAN TEXAS 77801 MISC		HMKT	09.0101 00.0	
CN0011019	WEEDON JAMES E 100272 HORSE TRAINE	050555	M W DROT	RT. 3 BRYAN TEXAS 77801 MISC EMPLOYED PART-TIME	8231562	HMKT	09.0101 01.9900	00.0
462947355	WENDLER CAROL F 111771	083154	F W GRAD	1203 SKRIVANEK DR. BRYAN TEXAS 77801 COL2	8221128	HMKT	09.0101	00.0
CN0010541	WILLIAMS BETTY J 111771	011354	F N GRAD	900 WEST BOIERY BRYAN TEXAS 77801 UNKN		HMKT	09.0101	
459040401	WILSON EVELYN M 113072 E.P. SULIK	122153 NURSE AIDE	F N GRAD	4007 HIGH STREET BRYAN TEXAS 77801 WORK SHERWOOD NURS. HOME BRYAN TEXAS 77801	8235709 8238104	HMKT 07.0303	09.0101 00.00190	
463025997	WURBS EVA J 021672 KCKA RADIO STA.	102453 RECEPTIONIST	F W GRAD	1100 EAST 27TH ST. BRYAN TEXAS 77801 UNKN 1240 VILLA MARIA BRYAN TEXAS 77801	8231012 8221240	HMKT 14.0400	09.0101 039.0150	

BRYAN PUBLIC SCHOOLS

VOCATIONAL EDUCATION DEPARTMENT

FOLLOW-UP AS OF 01/26/73

YEAR 72

BEST COPY AVAILABLE

CAMPUS : BRYAN HIGH COURSE/PROGRAM: HEALTH OCCUPATIONS COOPERATIVE TRAINI INSTRUCTOR: YOUNG

A - SEX
B - NUMBER COMPLETING REQUIREMENTS
C - NUMBER COMPLETING PARTIAL REQUIREMENTS
D - NUMBER STATUS UNKNOWN
E - ENTERED ARMED FORCES
F - CONTINUED HIGH SCHOOL FULL TIME
G - CONTINUED VOC/TEC TRAINING FULL TIME
H - CONTINUED STUDY AT 2 YR COLLEGE FULL TIME
I - CONTINUED STUDY AT 4 YR COLLEGE FULL TIME
J - NOT AVAILABLE FOR OTHER REASONS
K - TOTAL EMPLOYED
L - EMPLOYED IN TRAINED/RELATED FIELD FULL TIME
M - EMPLOYED IN OTHER FIELD FULL TIME
N - EMPLOYED PART TIME
O - UNEMPLOYED
P - TOTAL

			NUMBER NOT AVAILABLE FOR PLACEMENT								NUMBER AVAILABLE FOR PLACEMENT					
USOE CODE	OCCUPATION	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
07.0101	DENTAL ASSISTING	M															
		F	1									1	1				2
07.0103	DENTAL LAB TECH	M															
		F	1							1							2
07.0206	UNCODED OCCUPATION	M															
		F	1							1							2
07.0503	NURSING ASSISTANCE	M															
		F	3		2			1									6
07.0501	RADIOLOGIC TECH	M	1							1							2
		F															
07.0906	HEALTH AIDE	M															
		F	1		1												2
07.9900	OTHER	M		1	1												2
		F	3				2	1									6
TOTAL		M	1	1	1					1							4
		F	10		3		2	2		2		1	1				21

BRYAN PUBL. SCHOOLS

VOCATIONAL EDUCATION DEPARTMENT

FOLLOW-UP AS OF 68

BEST COPY AVAILABLE

	AGRICULTURE	AUTO MECHANICS	BUILDING TRADES	COMP. VOC. ACADEMIC EDUC.	COSMETOLOGY	DATA PROCESSING	DISTRIBUTIVE EDUCATION	HEALTH	OCCUPATIONS	HOMEMAKING	INDUSTRIAL COOPERATIVE TRAINING	LICENSED VOCATIONAL NURSING	VOCATIONAL AGRICULTURAL	VOCATIONAL ACADEMIC EDUCATION	VOCATIONAL OFFICE EDUCATION	TOTALS
TOTAL IN FOLLOW-UP	14 13.3	0.0	0.0	40 38.0	0.0	0.0	0.0	0.0	17 16.1	13 12.3	21 20.0	0.0	0.0	105 100.0
NO STATUS KNOWN	10 71.4	0.0	0.0	10 25.0	0.0	0.0	0.0	0.0	2 11.7	3 23.0	8 38.0	0.0	0.0	33 31.4
ENTERED ARMED FORCES	1 7.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3 23.0	0.0	0.0	0.0	4 3.8
CONTINUED SCHOOL FULL TIME	1 7.1	0.0	0.0	14 35.0	0.0	0.0	0.0	0.0	5 29.4	0.0	1 4.7	0.0	0.0	21 20.0
OTHERS NOT IN LABOR FORCE	0.0	0.0	0.0	12 30.0	0.0	0.0	0.0	0.0	10 58.8	1 7.6	0.0	0.0	0.0	23 21.9
E F IN TRAINED M U OCCUPATION	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2 15.3	8 38.0	0.0	0.0	10 9.5
P L L IN RELATED O - OCCUPATION Y T E I IN OTHER D M OCCUPATION E	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1 7.6	3 14.2	0.0	0.0	4 3.8
	2 14.2	0.0	0.0	2 5.0	0.0	0.0	0.0	0.0	0.0	3 23.0	1 4.7	0.0	0.0	8 7.6
EMPLOYED PART TIME	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
UNEMPLOYED SEEKING EMPLOYMENT	0.0	0.0	0.0	2 5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2 1.9
AVERAGE SALARY PER MONTH	$438	$0	$0	$425	$0	$0	$0	$0	$350	$656	$439	$0	$0	$474

BEST COPY AVAILABLE

B A T A N [illegible] S C H O O L S

V O C A T I O N A L E D U C A T I O N D E P A R T M E N T

F O L L O W - U P A S O F C U R R E N T

	AGRICULTURE	AUTO MECHANICS	BUILDING TRADES	COMM. VOC. ACADEMIC EDUC.	CONSUMER HOMEMAKING	DATA PROCESSING	DISTRIBUTIVE EDUCATION	HEALTH OCCUPATIONS	INDUSTRIAL TRAINING	LICENSED VOCATIONAL NURSING	MACHINE SHOP TRADES	MARINE CRAFTS TECHNICIAN	MECHANICAL DRAFTING	VOCATIONAL OFFICE EDUCATION	TOTALS
TOTAL IN FULL FOLLOW-UP	180 11.4	9 0.6	9 0.6	320 20.2	73 4.6	47 3.1	80 5.4	15 1.0	464 31.3	104 7.0	103 6.9	43 2.9	43 2.2		1478 100.0
MI STATUS KNOWN	79 44.9	5 55.5	6 66.6	71 21.5	13 18.6	33 70.2	47 [illegible]58.7	4 26.6	175 37.7	17 16.3	42 40.7	5 15.9	20 [illegible]		518 34.7
ENTERED ARMED FORCES	17 10.0	0.0	0.0	1 0.3	0.0	2 4.2	3.0	0.0	1 0.2	12 11.5	0.0	1 2.3	0.0		34 2.3
CONTINUED SCHOOL FULL TIME	33 19.5	1 11.1	2 22.2	202 61.3	14 19.1	6 12.7	26 32.5	8 53.3	168 36.2	23 22.1	4 3.8	8 18.6	9 27.2		504 34.1
OTHERS NOT IN LABOR FORCE	1 0.5	0.0	0.0	38 11.5	12 16.4	1 2.1	2 2.5	1 6.6	23 4.9	14 13.4	0.0	2 4.6	0.0		94 6.3
E P IN TRAINED M U OCCUPATION P L	6 3.5	0.0	0.0	1 0.3	18 24.6	0.0	1 1.2	1 6.6	1 0.2	13 12.5	30 29.1	7 16.2	2 4.6		80 5.4
L L IN RELATED O - OCCUPATION Y T	1 0.5	0.0	0.0	1 0.3	0.0	0.0	0.0	0.0	4 0.8	4 3.8	21 20.3	1 2.3	0.0		32 2.1
F I IN OTHER D M OCCUPATION F	35 20.7	3 33.3	1 11.1	11 3.3	15 20.5	5 10.6	2 2.5	1 6.6	79 17.0	21 20.1	2 1.9	13 30.2	0.0		188 12.7
EMPLOYED PART TIME	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0
UNEMPLOYED SEEKING EMPLOYMENT	1 0.5	0.0	0.0	4 1.2	4 5.4	0.0	2 2.5	0.0	13 2.8	0.0	4 3.8	5 11.6	0.0		33 2.2
AVERAGE SALARY PER MONTH	$594	$0	$0	$852	$480	$555	$[illegible]88	$710	$480	$798	$424	$289	$730		$[illegible]

BRYAN PUBLIC SCHOOLS

GRADUATES

FOLLOW-UP AS OF 01/26/73

FOR SCHOOL YEAR 01/26/73

BEST COPY AVAILABLE

		ANSON JONES SCHOOL					LAMAR SCHOOL					STEPHEN F. AUSTIN HIGH SCHOOL					BRYAN HIGH SCHOOL					TOTALS				
SCHOOL YEAR (END YEAR)		68	69	70	71	72	68	69	70	71	72	68	69	70	71	72	68	69	70	71	72	68	69	70	71	72
NUMBER OF GRADUATES																					175					175
CONTINUED FORMAL EDUCATION FULL TIME	NO.																				3					3
	0/0																				1					1
CONTINUED FORMAL EDUCATION PART TIME	NO.																				77					77
	0/0																				44					44
COMPLETED REQUIREMENTS FOR GRADUATION/DEGREE	NO.																									
	0/0																									
CONTINUED OTHER TRAINING FULL TIME	NO.																									
	0/0																									
CONTINUED OTHER TRAINING PART TIME	NO.																				4					4
	0/0																				2					2
COMPLETED REQUIREMENTS FOR OTHER TRAINING	NO.																									
	0/0																									
ENTERED ARMED FORCES	NO.																				4					4
	0/0																				2					2
EMPLOYED FULL TIME	NO.																				25					25
	0/0																				14					14
EMPLOYED PART TIME	NO.																				80					80
	0/0																				45					45
UNEMPLOYED	NO.																				59					59
	0/0																				33					33
DROP OUTS	NO.																				34					34
TRANSFERS	NO.																									
TOTAL																					209					209

Form 8

e. Some of the questions which the Follow-up study can answer are:

(1) Is the former student working in the occupation for which he was trained?

(2) Is he working in a related field?

(3) What percentage of vocational preparatory students find employment in the occupation for which they were trained?

(4) What percentage of vocational preparatory students find employment in related occupations?

(5) Is he in the Armed Forces?

(6) Is he continuing his education full time?

(7) Is he employed?

(8) Does he feel he was hired because of his training?

(9) Does he feel his training contributed significantly to his progress on the job?

(10) Did he seek employment in the occupation for which he was trained?

(11) What was his beginning salary after training? Current?

(12) What are the employment statistics for males? Females? Age groups?

(13) How many students drop from a given program before becoming employable in the occupation for which the program trains?

(14) How many employable former students have remained in the local communities? State?

(15) How many have moved to other states?

(16) What is the average income, by programs, of students who are working in the job for which they were trained?

f. The foregoing questions are but a sampling of some of the information which can be made available after effective Follow-up. Again, if the information has been captured in the source documents (the information form and the Follow-up mailer), then it is available for entry into the computer and retrieval to report in any sequence desired by those needing the information.

g. The findings of any study will be of value only if they are used constructively. The following are samples of various uses of an effective Follow-up study:

(1) Used to emphasize the primary objective of Vocational/Technical Education--"Training for Useful Employment."

(2) Used with local Boards of Education and State Board for Vocational/Technical Education to show evidence as to services provided to people by Vocational/Technical Education programs.

(3) Used with members of legislature and legislative committees to show the effectiveness of programs of Vocational/Technical Education.

(4) Used with consulting or advisory committees to show evidence of placement and need or lack of need for training.

(5) Used with craft committees when it is desirable to bring about an improvement in the placement of graduates in those craft fields.

(6) Used to upgrade the public image of Vocational/Technical training.

(7) Used for publicity purposes on state and/or local levels.

(8) Used at statewide meetings of local directors and supervisors to focus attention on:

(a) Employment and placement trends

(b) Reasons for good or poor placement

(c) Courses with marginal values

(d) Causes for lack of completion of training

(9) Used by State Supervisors for consultation with local Directors or Supervisors to aid in recognizing need for establishment, consolidation, reorganization and/or elimination of training opportunities in certain course areas.

(10) Used in working with planning committees when new schools are under construction or consideration as indication of variety of training opportunities available in the area.

General Procedures

The procedures outlined below are those currently used in a follow-up computer model developed as a Systems Approach to Follow-up. The system has been in existance for approximately one year and samples exhibited in this report are based on information entered into the master file over that period of time only. Computer programs for processing data and producing the various computer products related to this system are available in a separate document "Computer Programs--A Systems Approach to Placement and Follow-up--A Computer Model" published by the Vocational/Technical Education Department, Bryan Independent School District, 1973.

1. Collecting and Recording Information

   a. The success of a follow-up program is dependent on the accuracy and currency of the information available on former students. Accordingly, it is important to collect the information at the most opportune time and place. This, we have found, is while the student is in school and immediately available in person. The student completes Form 1 when he/she enters the vocational class (See Appendix A1 for instructions for completing the form "Active Student Data for Computer File"). This information is immediately key punched and entered into the computer master file (See Form 9 for the key punch format). It should be noted that it requires a minimum of five cards to record the information on each student. In the event a student is enrolled in more than one vocational course, additional cards (one for each course) are produced in the same format as card #5.

   b. At the beginning of each school year, Instructors/Coordinators are provided a computer printout of their active students (those enrolled in a vocational course) at the end of the previous school year (See Form 3 for sample of Active Student Roster). Each instructor is requested to review their respective rosters for accuracy of information and to indicate which students dropped out of school, transferred, graduated, or are still in school (See memorandum at Appendix A for instructions to Teachers/Coordinators). Those students who are still enrolled in a vocational course will remain as an active student and the instructors who have these students in their class will provide only that information on the student relative to the current school year for inclusion in the master file. Those students

BEST COPY AVAILABLE

ACTIVE STUDENT FILE
MULTIPLE LAYOUT FORM
FOR ELECTRIC ACCOUNTING MACHINE CARDS
INTERPRETER SPACING

BRANCH OFFICE NO JCRF

DATE 6/14/72

| | | |

who have completed the course, dropped out or transferred will become former students and converted to the follow-up student file. It should be noted that any one student may be on one instructor's roster as a former student and at the same time appear on another instructor's active student roster. This will occur when a student took one vocational course one year and completed it and took a different vocational course the next year.

c. As soon as possible after all information on new students is collected and recorded in the Master File, updated printouts on Former Students and Active Students for the current school year are produced and provided each instructor. These rosters are maintained current by each instructor and these corrected printouts are used as the source of information to update the master file and produce revised rosters (See Appendix B).

d. Information for Former Student Rosters will normally be available from the Active Student File (See Form 4 for a sample of the Former Student Follow-up Data). However, when you initially begin a Follow-up Program, information on former students will not be available from an active student file. Accordingly, you may desire to collect data on as many former students as possible and enter this information into the master file. Form 10 is a sample of the form used to record follow-up data on former students (See Appendix A_2 for instructions for completing form "Follow-up Data for Computer File"). It will be noted that Form 1 and Form 10 are very similar. The format in which the data is recorded is such that an active student record can be converted to a follow-up or former student record by the computer with as little personnel effort as possible. The forms have been designed so that a key punch operator can key punch the information directly from the form. There is only one item of information on each line and the numbers in parentheses at the end of each item correspond to the key punch card columns that the data is to be entered in. What data to be included on the form will derive from the various local, regional, and state reports and requirements.
NOTE: Items marked with an asterisk (*) are key items and must be filled in to insure proper computer processing of the information and for the summaries to reflect results as programmed.

2. Maintaining the Information

a. The Former Student Follow-up Data that is produced and provided each Instructor/Coordinator is maintained by each instructor in the same manner as the Active Student Roster. Any and all sources available to the instructor should be utilized to maintain the Former Student Follow-up Data as accurate and current as possible.

FOLLOW-UP DATA FOR COMPUTER FILE

Form 10

BEST COPY AVAILABLE

* 1. Identification number _____ (1-9)
(Social Security No. or Student Identification No.

2. Name while a student _____
(Last 11-22) (First 23-32) (MI 33)

* 3. Is student currently employed? Yes _____ No _____ (34)

4. If yes, what occupation _____ (35-49)

* 5. OE code for occupation in which employed (See instructions) _____ (50-56)

6. Job title _____ (57-68)

* 7. Number of hours per day employed _____ (69-73)

8. Current salary _____ (74-77)

* 9. Sex Female _____ Male _____ (78)

10. Race (White, Negro, Mexican-American or other (specify): _____ (79)

11. Present name (If different from above) _____
(Last 11-22) (First 23-32) (MI33)

12. Beginning salary _____ (34-37

13. Number of employees supervised _____ (38-40)

* 14. Year this student in follow-up _____ (41-42)

15. Remarks _____ (43-79)

16. Most current address _____
(Number & street 11-31) (City 32-42) (State 43-47)

_____
(Zip 48-52)

17. Area code and phone number _____ (53-55) _____ (56-62)

18. Date of birth (Month, day, year) _____ (63-68)

19. Date of this record (month, day, year) _____ (69-74)

20. Has student received a step increase in present job Yes _____ No _____ (75)

21. Address of employer _____
(No. & street 11-31) (City 32-42) (State 43-47) (Zip48-52)

22. Area code and phone number _____ (53-55) _____ (56-62)

23. Name of employer _____ (63-79)

24. Vocational program in which enrolled (see instructions) _____ (11-14)

* 25. OE code for occupation which student was trained (see instructions)
_____ (15-21)

* 26. Name of school from which exited _____ (26-28)

* 27. Name of vocational teacher/coordinator _____ (31-47)

* 28. Date student exited _____ (48-51)

* 29. Reason for exiting (see instructions) _____ (52-55)

* 30. Was student enrolled in vocational education? Yes _____ No _____ (56)

* 31. Number of hours and percent of program completed _____ _____
(57-60) (61-63)

* Key Items

* 32. Post-exit activity (see instructions) _____ (64-67)

A computer printed mailer on every former student in the master file is produced and provided each instructor, as applicable, for mailout to each former student (See Appendix C). The mailer contains all pertinent information maintained in the master file on any one former student at the time of printing and is mailed to each student once a year during the student's birthday month for review and updating as required (See Form 2 for a sample of the mailer and Appendix D for an explanation of each item on the mailer). A cover letter or "Greeting" signed by the former student's most recent instructor/coordinator is also included (See Appendix E for a sample of the cover letter/greeting). The mailers are printed on letter size paper with the name and address in the lower left hand area so located that it can be folded and placed in a window envelope where the name and address will be visible. This eliminates the addressing of each envelope. Also included in the mailout is a stamped preaddressed return envelope for returning the updated mailer to the appropriate instructor (See Form 11). The instructor's name or symbol is added to the preprinted return address on both envelopes to insure that non-delivered mail, as well as the return mail, reaches the appropriate instructor.

b. When the instructor receives an updated mailer, appropriate updates are made to the instructor's Former Student Follow-up Data printout. From this mailer the master file is updated and the date of the update is recorded in the file (See Form 12 for card format). The mailer is maintained on file by the instructor for future reference, if desired.

c. For those former students who do not respond or have moved away and do not receive a mailer to return, whatever means the Instructor deems appropriate should be used to update the information on as many students as possible. If the instructor has the information, enter it; the telephone can be used to get update information; classmates or students currently in school may provide data; neighbors and friends could be contacted; or any other means available could be used to obtain update information on former students.

d. Information on former students other than Vocational Students is also maintained in the master file. The same forms and formats are used for the former non-vocational students as is used for the vocational students; however, that data applicable to vocational students only will be left blank. Former Student Follow-up Data is also produced for these former students. Since these students do not have a specific Instructor/Coordinator to relate to, as the former vocational students have, some other individual or activity must be designated to perform the follow-up actions.

BRYAN PUBLIC SCHOOLS
VOCATIONAL–TECHNICAL EDUCATION
2200 VILLA MARIA ROAD
BRYAN, TEXAS 77801

(Window Envelope)

BRYAN PUBLIC SCHOOLS
VOCATIONAL–TECHNICAL EDUCATION
2200 VILLA MARIA ROAD
BRYAN, TEXAS 77801

(Return Envelope)

BEST COPY AVAILABLE

Form 11

BEST COPY AVAILABLE

FOLLOW-UP STUDENT FILE
MULTIPLE LAYOUT FORM
FOR ELECTRIC ACCOUNTING MACHINE CARDS
INTERPRETER SPACING

BRANCH OFFICE NO. JCRF

DATE 4/14/72

| | ELECTRO NUMBER | | |

e. Follow-up mailers are also produced for former non-vocational students and forwarded as are those for vocational students. Since these students have not been conditioned for follow-up as vocational students have, it may be desirable for some prominent member of the school staff to include a cover letter with the mailer to encourage response (See Appendix F for sample cover letter).

f. In the event that the computer printed mailer is considered inappropriate for mail out to non-vocational students, a shorter form requesting only a minimum of information for record purposes may be considered more fitting. Response to a short form requesting limited information and requiring a minimum of time to complete may be more likely than to a comprehensive one which requires extensive effort. Form 13 is a sample of a short form which would require a minimum of endeavor to accomplish.

3. Using the Information

a. If the necessary information on former students has been collected, recorded in a fashion that it can be retrieved and if this information has been maintained current through follow-up action, then valid statistical reports and studies can be made as necessary to meet local, regional, or state requirements. The various reports and summaries produced by the computer in this system have been developed to meet these needs.

b. The following is a listing of the various outputs that may be produced through the computerized system for follow-up and some of their uses:

(1) A listing in Identification Number order of all active students currently enrolled in any vocational course in the school system with demographic, vocational education and employment information, as applicable. This listing is used by the instructor/coordinator, supervisors, and other administrators to obtain specific information on any one particular vocational student in the system. It is also used by the Follow-up Coordinator to check and record changes to student records until appropriate data processing action can be taken. This listing contains all information available in the file on any one student at the time of printing.

(2) Also incorporated into the above listing are all former students, vocational and non-vocational, that have been entered into the master file. The information listed and the uses are the same as those indicated above for the active students.

(3) Student Rosters for each Instructor/Coordinator:

(a) Active Student Roster--For each instructor, campus, and vocational course or program, a separate roster is produced for all students currently enrolled in a vocational course(s). Again, all information on each student contained in the master file is printed out in alphabetical order and is provided the appropriate instructor. It is used by the instructor for ready reference, to maintain student information current until updated computer printouts can be provided and a permanent record of the various classes each instructor had. (See Form 3 for a sample of the Instructors' Active Student Roster)

(b) Former Student Follow-up Data for Vocational Students--For each vocational instructor and campus, a separate roster is produced for all former vocational students for each year students entered the follow-up program. Former students are listed in alphabetical order and, in addition to the information converted from the active student file, it provides actual date student exited, reason for exiting, post-exit activities, amount of vocational course or program completed and whether the student exited the school system or not. As the Active Student Roster, it is used by the instructor as a ready reference on his former students, to temporarily maintain former student information current and a permanent record (See Form 4 for a sample of the Instructors' Former Student Follow-up).

(c) Former Student Follow-up Data for Non-Vocational Students--The Former Student Follow-up for Non-Vocational Students is in the same format as that for the former vocational students except there is only one roster for each campus. The word "Graduate" appears in the space following "Instructor" in the header row to indicate these students did not have a Vocational Education Instructor. Since these students did not take vocational courses, all spaces reserved for information relative to vocational education will be blank. A separate roster is produced for all non-vocational students for each year students entered the follow-up program. These rosters are used by the Follow-up Coordinator to temporarily maintain information on former students and by administrators for reference and record purposes. (The format for the Non-Vocational Students is the same as that exhibited at Form 4.)

BRYAN PUBLIC SCHOOLS

Form 13

BEST COPY AVAILABLE

October 16, 1972

Dear Former Student:

The Bryan Public School System has initiated a computerized program to keep in contact with its former students and follow-up on their post High School activities. We believe that our responsibilities to you did not end when you left our school and we want you to know we are still available to help you in any way we can.

Outlined below is the information we would like to maintain on our former students and that information we currently have on you. Please check it and correct any errors and complete any items not completed that are applicable to you. Corrections and additions may be made on this sheet and returned in the enclosed pre-addressed, stampled envelope.

DATE_____

NAME_____

SOCIAL SECURITY NUMBER_____

	CIRCLE APPLICABLE RESPONSE
LAST BRYAN SCHOOL ATTENDED:	Bryan High School Stephen F. Austin Anson Jones Lamar Kemp
YEAR YOU FINISHED OR LEFT SCHOOL:	1972 1971 1970 1969 1968
ACTIVITIES AFTER LEAVING SCHOOL:	(CIRCLE ALL APPLICABLE ITEMS)
CONTINUED FORMAL EDUCATION:	Full-time Part-time
COMPLETED REQUIREMENTS FOR GRADUATION OR DEGREE:	Yes No
CONTINUED OTHER TRAINING:	Full-time Part-time
COMPLETED REQUIREMENTS FOR OTHER TRAINING:	Yes No
ENTERED THE ARMED FORCES:	Yes
CURRENTLY EMPLOYED:	Full-time Part-time
CURRENTLY NOT EMPLOYED:	Yes
REASON FOR LEAVING SCHOOL:	Graduation Transfer Dropped out

Frank Lomi

FRANK D. LOMI, JR.
FOLLOW-UP COORDINATOR

BEST COPY AVAILABLE

(4) Summaries

(a) Instructor's Summaries--For each Vocational Instructor and campus, a separate summary is produced for each vocational course or program that instructor taught and for each year his former students entered the follow-up program. Information is summarized by occupation in which students received their training, for each sex and for those former students not available for employment vs. those former students available for employment. From these summaries, instructors can obtain the statistics needed for their reports to regional supervisors and as another source of data to self-evaluate the effectiveness of their specific vocational education program (See Form 5 for a sample of the Instructor's Summary of Follow-up Data on Former Vocational Students).

(b) Overall Summaries--Four different overall summaries are produced for use, primarily, by the supervisors and administrators to obtain data for required reports and to review and evaluate the overall Vocational Education Program in the School District. One of these summaries is an overall summary of data by vocational course or program on all former vocational students in the master file for the entire five year follow-up program. Another of these summaries summarizes the same data in the same format by year the students entered the follow-up program. The third and fourth summaries are the same as the two mentioned above, except only those students who have exited the local school system are tabulated and recorded. From these four summaries comparisons can be made between the various courses as well as each of the past five years. The data is tabulated and depicted in the summaries in percentages as well as actual numbers--the top figure under each heading is the actual number and the bottom figure is the percent. Form 6 is a sample of the overall summary by year students entered the follow-up and Form 7 is a sample of the overall summary for the entire five-year program.

(c) A separate summary for Former Non-Vocational Students is produced. The information is summarized for each campus and for each of the five years in the follow-up program. The statistics included in this summary are primarily a source of data for reporting purposes; however, it also could be used to make comparisons with former vocational students (See Form 8 for a sample of the Summary of Non-Vocational Former Students).

4. Results from the System--Specific results achieved to date from the Computerized System for Follow-up indicate the following:

   a. The system was implemented in a medium-sized school district with many benefits obtained from the program.

   b. Workable forms have been developed to collect raw data in the follow-up phase of the program.

   c. The computer program developed valuable printout data for evaluation purposes.

   d. The return of information has not reached 100 percent, but the return that has been obtained can be considered accurate, and therefore, appears to be a good sample for evaluation.

APPENDICES

APPENDICES

A - Memorandum: Follow-Up Data for Computer File

A_1 - Instructions for Completing Form "Active Student Data for Computer File"

A_2 - Instructions for Completing Form "Follow-Up Data for Computer File"

B - Memorandum: Follow-Up Computer Printouts

C - Memorandum: Follow-Up Mailers

D - Memorandum: Follow-Up for Computer Files (Explanation of Items on Mailer)

E - Cover Letter/Greeting

F - Cover Letter (Short Form)

MEMORANDUM

TO: Vocational Teachers and Coordinators, Bryan Independent School District

BEST COPY AVAILABLE

FROM: Frank Lown, FAP Coordinator

SUBJECT: Follow-Up Data for Computer Files

DATE: September 11, 1972

On August 17, 1972, during the Vocational In-Service meeting, computer printouts of the follow-up data contained in the Follow-Up Master Files were passed out to teachers/coordinators who had provided inputs to the files. Included in the handouts were Active Student Rosters for each instructor, Former Student Follow-Up Data (for each instructor, by year), and summaries of Follow-Up Data (for each instructor, by year).

The Active Student Roster should reflect the students in each instructor's class(s) at the end of school year 1971-72. In the event any of these rosters are in error, make appropriate corrections on the printout (i.e. additions, deletions, or corrections). If a student on the roster exited the class prior to the end of the school year, indicate in the left hand margin the reason for exiting (i.e. dropout or transfer), the date the student exited, and, if known, his or her post-exit activities (i.e. work, married, continued school, etc.). For those students that were in the class at the end of the school year, indicate whether he or she graduated from your school, transferred to another school district, or dropped out of the vocational program; the date the student left your class; and, if known, what the student is doing this year (i.e. continuing high school, going to college, going to work, etc.). If the student is still in your class, mark him or her "active" in the left margin and the student will automatically show up on your Active Student Roster this year. If the student is in another vocational education class, mark him or her "active" and indicate the name of the teacher/coordinator, if known. Active Student Forms should be completed on each new student in the Vocational Education program for the first time this year. As soon as this data on Active students is received and entered into the master file, current Active Student Rosters will be produced and furnished each instructor. Rosters should be maintained accurate and current by each instructor and, when warranted, forwarded to this office for updating the master file and producing revised rosters. At any time a new student enters your class during the year, complete an active student form on the student and forward it to this office for entry into the master file.

The printout of Former Student Follow-Up data is a listing of the information in the master file on former students in the Vocational Education programs. It should be noted that these listings are produced for each teacher/coordinator by the year the former student exited a vocational education course and entered the follow-up program. In many cases the information is not complete; accordingly, these listings should be reviewed for completeness and accuracy. Any changes (i.e. revisions, additions, deletions, etc.) can be made on the printout and returned to this office for updating the master file. The annotated printout will be returned to the appropriate teacher/coordinator for

BEST COPY AVAILABLE

retention until an updated printout can be produced. For those former students not listed on the Former Student printout, a new Follow-Up Data form should be completed on each student omitted.

The summaries of follow-up data is a compendium of the former student information contained in the master file for each instructor, by year the former student entered the follow-up program. It is intended to summarize the information required for reporting purposes and present it in a format to extract required information. The accuracy of the data, however, is dependent on the completeness and accuracy of the information presented on the original input by the teacher/coordinator. For example, in order for a student to be included in the summary, item 30 on the new follow-up form, "Was student enrolled in vocational education?" must be marked "yes". If this item is marked "no" or left blank for a student, that student will be tabulated as a non-vocational student. For a student to be tabulated under column B as completing requirements, item 31, "... percent of program completed " must be marked "100%". If this item is left blank or is marked as anything other than "100%", the student will be tabulated under column C as completing partial requirements. Likewise, to be tabulated under any of the other columns, the appropriate item must be marked on the follow-up data form for each former student.

Briefly, the follow-up printouts are for the benefit of the Vocational Teachers/Coordinators. It is planned to provide each of you copies of only those printouts applicable to your current class(es) and former students. It is intended that each teacher/coordinator review the printouts provided for completeness and correctness and make appropriate changes on the printout, as required. New students are to be added to the file by way of completing separate applicable forms for each student. Corrected printouts and forms on new students are to be furnished the Follow-Up & Placement (FAP) Coordinator as they become available so that the master file can be updated. Printouts and forms will be returned to Teachers/Coordinators for retention/disposition as desired. A pre-printed, pre-addressed mailout form, indicating the data maintained in the master file, will be provided to the appropriate Teacher/Coordinator for each former student. Even though a mailout form will be provided for each former student, only those former students who have exited the Bryan Public School System will be forwarded a mailout form for review, correction/completion, as applicable, and return. Mailout forms for those students still in school can be discarded, if desired. A stamped window envelope with pre-printed return address and a stamped self-addressed return envelope will also be provided for each mailout. Appropriate Teacher's/Coordinator's name and school should be added to each envelope in the return address area and the address area respectively. It is suggested that each Teacher/Coordinator include a personal note to each mailout describing the new follow-up system and encouraging return of the corrected mailout.

Instructions for completing the form entitled "Active Student Data for Computer File" are attached. Blank forms for providing information on your current active students are also attached. If a student is already on your Active Roster, another form need not be completed on that student. If a student is in more than one Vocational Education course, indicate all Vocational courses and instructors on one form only. Blank forms entitled "Follow-Up Data for Computer File" are also attached for your use, if required.

BEST COPY AVAILABLE

If additional forms are needed or if you have any questions relative to the follow-up program, please contact the undersigned at Bryan High School, Room 154, or telephone 822-3711 - Ext. 57 or 58.

Frank Lown
FAP Coordinator
Bryan ISD

5 Enc:
2 Instructions-
- Active Student Forms
- Fromer Student Forms
2 Blank Forms-
- Active Student
- Former Student
USOE Codes

BEST COPY AVAILABLE

INSTRUCTIONS FOR COMPLETING FORM

ACTIVE STUDENT DATA FOR COMPUTER FILE

One form for each new student presently enrolled in any of the Vocational Education Programs conducted by the Bryan Public Schools will be prepared. A form need no be completed on Active Students who were on your Active Student Roster last year. The completed forms will be forwarded to the Follow-Up and Placement (FAP) office as soon as possible. It is hoped that all information on the form will be provided on each student currently in the program; however, if all information is not available at this time, provide that data that is currently available and the remainder when known. A computer printout on all active students in each Vocational Teacher/Coordinator class(s) will be provided for your file. As the information for any student is changed or more information becomes available, the new data will be entered with red pencil by the Vocational Teacher/Coordinator on his or her copy of the printout for the student concerned and the revised copy of the printout will be forwarded to the FAP office immediately for updating the computer file. If a new student is enrolled in your class, fill out a copy of the form entitled Active Student Data for Computer File and forward it to the FAP office for entry in the computer file. As soon as the new data is entered into the computer file, a revised printout will be furnished the Vocational Teacher/Coordinator concerned. As subsequent changes, deletions, or additions to the file become evident, the Vocational Teacher/Coordinator involved will effect the required revision in the same manner as outlined above, i.e. by entering on the affected printout with red pencil the appropriate change to be effected and forward the revised copy of the printout to the FAP office.

Instructions for filling in each item on the form for Active Student Data for Computer File follows:

1. Identification Number: Enter the students social security number. If he or she does not have a social security number, enter his or her student identification number. If student does not have an identification number, leave this item blank and a control number will be assigned by the FAP office.
   Note: At the time a student enters the Vocational Education Program, it should be determined whether he or she has been issued a social security number. If the student does not have one, he or she should be sent to the Social Security Administration (Room 105, Kraft Bldg., 307 S. Main St., Bryan, Texas) immediately to make application for a Social Security Account Number. (*)

2. Student's Name: Enter the student's name which he or she is registered under. Enter last name first, first name next, and middle initial, if applicable.

BEST COPY AVAILABLE

3. Is Student Currently Employed: If the student is employed on the date the form is filled out, enter "Yes"; if not, enter "No". If the student is employed at a later date, forward a change to his record as outlined above. (*)

4. If Yes, What Occupation: If the answer to item 3 is "Yes", enter the name of the occupation in which the student is employed. If the answer is no, enter "No".

5. O E Code For Occupation in which Student is Employed: If the student is employed, enter the United States Office of Education Instructional Code for the occupation in which the student is employed. If he or she is not employed, leave this item blank. (See attached list of USOE Codes. Use only those codes found on this list.) (*)

6. Title of Job (in which Student is Employed): Enter the title of the job the student has, if he or she is employed. If unemployed, leave blank.

7. Number of Hours Per Day Employed: If the student is employed, enter the number of hours per day that he or she works. If not employed, leave this item blank. (*)

8. Salary Per Hour: Enter the hourly wage the student receives, if employed; if not employed leave blank.

9. Sex (of Student): Enter "M" for male and "F" for female. (*)

10. Race (of Student): Enter "W" for white, "N" for Negro, and "M" for Mexican-American. If other, enter "O" and specify race in parentheses, i.e. "O" (American Indian).

11. Current Address: Enter the most current address of the student in the following order: House number and street name or post office box number, or rural route and box number; name of city; State; and Zip Code.

12. Current Telephone Number: Enter the most current known telephone number of the student.

13. Date of Birth: Enter the student's month, day, and year of birth as follows: 07-23-53 for July 23, 1953.

14. Date of this Record: Enter the date (month, day, and year) you fill out the form, i.e. 10-29-71 for October 29, 1971.

15. Parent's/Guardian's Address (if different from student): Enter the address of the student's parents or guardian if it is different from the student's address given in item 11, above; if it is the same, enter "same".

16. Parent's/Guardian's Telephone Number (if different from student): Enter the telephone number of the student's parents or guardian if it is different from the student's telephone number entered in

BEST COPY AVAILABLE

item 12, above; if it is the same, enter "same".

17. Remarks: Enter any additional pertinent information relative to the student that you would like to have on his or her record.

18. Employer's Address (If Applicable): Enter the address (number and street, city, state, and zip code) of the location where the student works, if he or she is employed; if not employed, leave this item blank.

19. Employer's Telephone Number (If Applicable): If the student is employed, enter the telephone number at the location where the student works; if not employed, leave blank.

20. Name of Employer (If Applicable): Enter the name of the company, firm or organization for which the student works, if employed; if not employed, leave blank.

21. Vocational Program Course in which Enrolled: Enter the abbreviation for the vocational course in which the student is enrolled. Use the following abbreviations for your entry:

Use:	For:
COAG	Cooperative Agriculture
VOAG	Vocational Agriculture
AMEC	Auto Mechanics
BLTD	Building Trades
CSMG	Cosmetology
CVAE	Coordinated Vocational Academic Education
DVAE	Office Duplication - Vocational Academic Education
HVAE	Ornamental Horticulture - Vocational Academic Education
BVAE	Building Maintenance - Vocational Academic Education
DETR	Distributive Education Training
DPTR	Data Processing Training
ICTR	Industrial Cooperative Training
HECE	Home Economics Cooperative Education
HOCT	Health Occupations Cooperative Training
HMKT	Homemaking Training
PELB	Pre-Employment Lab
VONR	Vocational Nursing Training
VOED	Vocational Office Education

22. O E Code For Occupation in which Student is Being Trained: Indicate the United States Office of Education Instructional Code for the occupation in which the student is being trained while enrolled in the Vocational Education Program. Use only the O E Codes found in attached list of USOE Codes. (*)

23. Total Number of Hours in Vocational Course in which Student is Enrolled: Enter the total number of hours involved in the vocational course in which the student is enrolled. If cooperative student, enter classroom hours plus authorized work hours (i.e. If student is in a one year class for 2 hours each day and works 3 hours each day, his total hours for the school year would be 5 x 180, or 900 hours.).

BEST COPY AVAILABLE

24. Name of School Attending: Enter the name of the school which the student is attending and participating in the Vocational Education Program. (*)

25. Grade in which Enrolled: Enter the present school grade classification in which the student is officially registered.

26. Name of Vocational Teacher/Coordinator: Enter the last name of the Vocational Teacher/Coordinator who is providing the Vocational Instruction to the student. (*)

27. Date Entered this Vocational Program/Course: Enter the month and year the student first entered the Vocational Program/Course in which the student is enrolled (the Program/Course listed in item 21 above). If student entered the course in September, 1972, enter "09-72".

28. Date Exited/Scheduled for Completion: Enter the month and year student is scheduled to complete or exit the vocational education program. If student is scheduled to complete his or her vocational training in May, 1973, enter "05-73". (*)

29. Reason for Exiting: Enter the reason student is scheduled to exit the program entered in item 28, above. If student is exiting because of graduation, enter "Grad". (*)

30. Remarks: This space will be used to continue remarks in item 17, if required.

(*) These are key items that must be filled in to insure proper computer processing of the information and for summaries to reflect results as programmed. See "Follow-Up Data for Computer File" for those additional key items that must be filled in when student is converted to a former student.

BEST COPY AVAILABLE

INSTRUCTIONS FOR COMPLETING FORM

FOLLOW-UP DATA FOR COMPUTER FILE

One form for each former student not now listed on the computer printouts entitled "Former Students Follow-Up Data" and "Active Student Roster", will be prepared. A former student is defined as a student who was formerly enrolled in one of the Vocational Education Courses offered by any of the Bryan Public Schools. He or she must have been enrolled in a course for a period of at least nine weeks, and has exited or terminated all experiences with any of the vocational programs for any reason, such as transfer to another school, early departure from school, drop the course or graduation from school. A student who changes from one vocational course to another voational course within the Bryan Public Schools will not be considered as exiting the program and a form need not be prepared if he or she is still in one of the vocational programs.

The completed forms will be forwarded to the Follow-Up and Placement (FAP) office as soon as possible. It is hoped that all information on the form will be provided on each former student; however, if all information is not available at this time, provide that data that is currently available and the remainder when known. A computer printout on each former student for each Vocational Teacher/Coordinator will be provided for your file. As the information for any former student is changed or more information becomes available, the new data will be entered with red pencil by the Vocational Teacher/Coordinator on his or her copy of the printout for the student concerned and the revised copy of the printout will be forwarded to the FAP office immediately for updating the computer file. As soon as the change is made in the computer file, a revised printout will be furnished the Vocational Teacher/Coordinator concerned. As subsequent changes, deletion or additions to the file become known, the Vocational Teacher/Coordinator concerned will effect the required revision in the same manner as outlined above - i.e. by entering on the affected printout with red pencil the appropriate changes to be effected and forwarding the revised printout to the FAP office.

Instruction for filling in each individual item on the form for Follow-Up Data for Computer File follows:

1. Identification Number: Enter the former students social security number. If he or she does not have a social security number, enter his of her student identification number. If student does not have an identification number, leave this item blank and a control number will be assigned by the FAP office.
   Note: At the time a student enters the Vocational Education Program, it should be determined whether he or she has been issued a social security number. If the student does not have one, he or she should be sent to the Social Security Administration (Room 105, Kraft Bldg., 307 S. Main St., Bryan, Texas) immediately to make application for Social Security account number. ( )

2. Name While a Student: Enter the name that the former student was registered under while he or she was a student. Enter last name first, first name next, and middle initial, if applicable.

BEST COPY AVAILABLE

3. Is Student Currently Employed: If this former student is employed on the date this form is filled out, enter "Yes"; if not, enter "No". (*)

4. If Yes, What Occupation: If the answer to item 3 is "Yes" enter the name of the occupation in which the former student is employed. If the answer is "No", leave this item blank.

5. O E Code For Occupation in Which Employed: If the former student is employed, enter the United States Office of Education Instructional code for the occupation in which the student is employed. If he or she is not employed, leave this item blank. (Use only the codes found in the attached list of USOE Codes) (*)

6. Job Title: Enter the title of the job this former student has, if he or she is employed. If unemployed, leave blank.

7. Number of Hour Per Day Employed: If this former student is employed, enter the number of hours per day that he or she works. If not employed, leave this item blank. (*)

8. Current Salary: Enter the monthly salary which the former student is receiving for the job described above. If his or her present salary is different from that received when he or she began working on this job, also indicate the beginning salary received in item 12 below.

9. Sex: Enter "M" for male and "F" for female.(*)

10. Race: Enter "W" for white, "N" for Negro, and "M" for Mexican-American. If other, enter "O" and specify in parentheses, i.e. "O" (American Indian).

11. Present Name (If Different From Above): Enter the former students present name in the event that it has changed since she left school. For example, if a former female student has married since she left school, enter her present married name.

12. Beginning Salary: Enter the monthly salary which the former student recieved when he or she began working on the job described in items 4,6, & 7 above.

13. Number of Employees Supervised: If the former student is employed in a job which he or she supervises other employees, enter the number of workers supervised by this former student.

14. Year this Student in Follow-Up: Enter the number that represents the year in which the student has been in the follow-up program. For example, if the student graduated in the spring of 1971 enter the number "71". If the student dropped out of the program at Christmas 1968, enter the number "69". The following numbers will be used for those students that exited the Vocational Education Program during the school year indicated: (*)

BEST COPY AVAILABLE

School Year		Number
1967-1968	-	68
1968-1969	-	69
1969-1970	-	70
1970-1971	-	71
1971-1972	-	72

Each succeeding year the oldest year group will be dropped and the newest school year group will be added. For example, next year, 1967-1968 group will be deleted, and 1972-1973 group will be added to maintain a five year follow-up program.

15. Remarks: Enter any other pertinent information relative to this former student that is not included above and you would like to have on his or her record.

16. Most Current Address: Enter the most current known address of the former student in the following order: House number and street name or post office box number, or rural route and box number; name of city; state; and zip code.

17. Area Code and Phone Number of Former Student: Enter the most current known telephone number of the former student, including area code.

18. Date of Birth: Enter former student's month, day, and year of birth, i.e. 02-23-55 for February 23, 1955.

19. Date of this Record: Enter the date (month, day, and year) you fill out the form, i.e. 10-15-72 for October 15, 1972.

20. Has Student Received a Step Increase in Present Job: Enter "Yes" if this former student has received a step up or a promotion in his or her present job. If he or she has not received a step increase, enter "No".

21. Address of Employer: Enter the address (number and street, city, state, and zip code) of the firm for which the former student works, if he or she is employed.

22. Area Code and Phone Number of Employer: Enter the telephone number of the firm for which the former student works, if employed.

23. Name of Employer: Enter the name of the firm for which the former student works, if employed.

24. Vocational Program in which Enrolled: Indicate the vocational program in which the student was enrolled. Use the following abbreviations for your entry:

BEST COPY AVAILABLE

Use:	For:
COAG	Cooperative Agriculture
VOAG	Vocational Agriculture
AMEC	Auto Mechanics
BLTD	Building Trades
BVAE	Building Maintenance - Vocational Academic Education
CSMG	Cosmetology
CVAE	Coordinated Vocational Academic Education
DETR	Distributive Education Training
DPTR	Data Processing Training
DVAE	Office Duplication - Vocational Academic Education
ICTR	Industrial Cooperative Training
HECE	Home Economic Cooperative Education
HOCT	Health Occupations Cooperative Training
HVAE	Ornamental Horticulture - Vocational Academic Education
PELB	Pre Employment Lab
HMKT	Homemaking Training
VONR	Vocational Nurse Training
VOED	Vocational Office Education

In the event a former student has taken more than one Vocational Education course, indicate all courses in which he or she was enrolled.

25. O E Code For Occupation which Student was Trained: Indicate the United States Office of Education Instructional Code for the occupation in which the former student received training while enrolled in the Vocational Education Program. If he or she received training in more than one occupation, indicate the O E Code for all occupations in which the former student received training. The O E Codes may be found in the attached list. Use only those codes found on the attached list of USOE Codes. (*)

26. Name of School from which Student Exited: Enter the name of the Bryan Public School from which the former student exited Vocational Program. (*)

27. Name of Vocational Teacher/Coordinator: Enter the name of the Vocational Teacher/Coordinator who provided the vocational instruction(s) to the former student. (*)

28. Date Student Exited: Enter the date which the former student exited the Vocational Program. Indicate month and year, in that order, as follows: 06-72 for June, 1972. (*)

29. Reason for Exiting: Enter the reason why the former student exited the Vocational Program. Use the following abbreviations for your entry: (*)

Use:	For:
TRFR	Transferred
GRAD	Graduated
DROT	Dropout or Early Departure

BEST COPY AVAILABLE

If a student exits the Bryan Public School System, so indicate by adding "Exit" after the reason for exiting. For example, enter "DROT/EXIT" for a student that drops out of the vocational program and leaves school. If the student drops out of the vocational program and stays in school, enter "DROT" only. (*)

30. Was Student Enrolled in Vocational Education: If former student was enrolled in a Vocational Education Course when he or she was in school, enter "yes"; if not, enter "no". (*)

31. Number of Hours and Percent of Program Completed: Enter the number of hours and the percent of the program(s) in which the former student was enrolled that he or she completed while in school. If a student successfully completes the course, indicate "100%". (*)

32. Post Exit Activities: Enter in this space the activity in which the former student engaged in subsequent to exiting the Vocational Program. Use the following abbreviations for your entry: (*)

Use:	For:
HISC	Continuing school, either locally or in another school district.
COL2	Attending a 2 year college
COL4	Attending a 4 year college/university
VOTC	Enrolled in Vocational/Technical Training
ENAF	Entered in Armed Forces
MARD	Got married and is a housewife not working
WORK	Got a job and is working (Part-time or full-time), whether married or not, or if working and attending school part-time.
UNEM	Unemployed
UNKN	Unknown

For those students who continued formal education after exiting the Bryan School System (ie Col2, Col4, and VOTC) and have completed the requirements for Graduation or Degree, so indicate by adding a "Y" after the applicable activity. For example, enter "COL4/Y" for a former student who enrolled in a 4 year college or university after exiting the Bryan School System and has successfully completed the requirements for Graduation/Degree from a 4 year college or university. (*)

(*) These are key items that must be filled in to insure proper computer processing of the information and for the summaries to reflect results as programmed.

BEST COPY AVAILABLE

ACTIVE STUDENT DATA FOR COMPUTER FILE

* 1. Identification Number _____ (1-9)
(Social Security No. or Student Identification No.)

2. Student's Name: _____
(Last 11-22) (First 23-32) MI 33)

* 3. Is student currently employed? Yes _____ NO _____ (34)

4. If yes what occupation? _____ (35-49)

* 5. OE code for occupation in which employed: _____ (50-56)

6. Title of Job: _____ (57-69)

* 7. Number of hours per day employed _____ (70-73)

8. Salary per hour: _____ (74-77)

* 9. Sex: Female _____ Male _____ (78)

10. Race (white, Negro, Mexican-American, etc): _____ (79)

11. Current Address: _____
(No. & Street 11-31) (City 32-42) (State 43-47) (Zip code) (43-37)

12. Current telephone number: _____
(Area code 53-55) (Phone Number 56-62)

13. Date of birth (Month-day-year) _____ (63-68)

14. Date of this record (Month-day-year) _____ (69-74)

15. Parents'/Cuardian's Address: _____
(No. & Street 11-31) (City 32-42) (State 43-47)
_____
(zip code 48-52)

16. Parents'/Guardians' Telephone No. _____
(Area Code 53-55) Phone No. 56-62)

17. Remarks _____ (63-79)

18. Employer's Address: _____
(No.& Street 11-31) (City 32-42) (State 43-47) (Zip 48-52)

19. Employer's Telephone No. _____
(Area code 53-55) (Phone No. 56-62)

20. Name of employer _____ (63-79)

21. Vocational Program/course in which enrolled _____ (11-14)

* 22. OE code for occupation in which student is being trained: _____ (15-21)

23. Total number of hours in vocational course in which enrolled _____ (22-25)

* 24. Name of school attending _____ (26-28)

25. Grade in which enrolled _____ (29-20)

* 26. Name of vocational teacher/coordinator _____ (31-47)

27. Date entered this vocational program/course _____ (48-51)
(month-year)

* 28. Date exited/scheduled for completion _____ (52-55)
(month-year)

* 29. Reason for exiting: _____ (56-59)

30. Remarks _____ (60-79)

* Key Item

BEST COPY AVAILABLE

FOLLOW-UP DATA FOR COMPUTER FILE

* 1. Identification number _____ (1-9)
(Social Security No. or Student Identification No.

2. Name while a student _____
(Last 11-22) (First 23-32) (MI 33)

* 3. Is student currently employed? Yes _____ No _____ (34)

4. If yes, what occupation _____ (35-49)

* 5. OE code for occupation in which employed (See instructions) _____ (50-56)

6. Job title _____ (57-68)

* 7. Number of hours per day employed _____ (69-73)

8. Current salary _____ (74-77)

* 9. Sex Female _____ Male _____ (78)

10. Race (White, Negro, Mexican-American or other (specify): _____ (79)

11. Present name (If different from above) _____
(Last 11-22) (First 23-32) (MI33)

12. Beginning salary _____ (34-37

13. Number of employees supervised _____ (38-40)

14. Year this student in follow-up _____ (41-42)

15. Remarks _____ (43-79)

16. Most current address _____
(Number & street 11-31) (City 32-42) (State 43-47)

_____
(Zip 48-52)

17. Area code and phone number _____ (53-55) _____ (56-62)

18. Date of birth (Month, day, year) _____ (63-68)

19. Date of this record (month, day, year) _____ (69-74)

20. Has student received a step increase in present job Yes _____ No ____ (75)

21. Address of employer _____
(No. & street 11-31) (City 32-42) (State 43-47) (Zip48-52)

22. Area code and phone number _____ (53-55) _____ (56-62)

23. Name of employer _____ (63-79)

24. Vocational program in which enrolled (see instructions) _____ (11-14)

* 25. OE code for occupation which student was trained (see instructions)
_____ (15-21)

* 26. Name of school from which exited _____ (26-28)

* 27. Name of vocational teacher/coordinator _____ (31-47)

* 28. Date student exited _____ (48-51)

* 29. Reason for exiting (see instructions) _____ (52-55)

* 30. Has student enrolled in vocational education? Yes _____ No ____ (56)

* 31. Number of hours and percent of program completed _____ _____
(57-60) (61-63)

* Key Item * 32. Post-exit activity (see instructions) _____ (64-67)

BEST COPY AVAILABLE

UNITED STATES OFFICE OF EDUC.. ..N (USOE) INSTRUCTIONAL CODES

Agriculture

*01.01 00	Agricultural Production
01.01 01	Animal Science
01.01 02	Plant Science
01.01 04	Farm Business Management
*01.02 00	Agricultural Supplies/Services
01.02 01	Agricultural Chemicals
01.02 02	Feeds
01.02 03	Seeds
01.02 04	Fertilizers (Plant Food)
01.02 99	Agri Supplies/Services (Other)
*01.03 00	Agricultural Mechanics
01.03 01	Agri Power & Machinery
01.03 02	Agri Structures & Conveniences
01.03 03	Soil Management
01.03 04	Water Management
01.03 05	Agricultural Mechanics Skills
01.03 06	Agri Construction & Maintenance
01.03 07	Agricultural Electrification
*01.04 00	Agricultural Products
01.04 01	Food and Dairy Products
01 04 02	Farmfood Products
01.04 99	Agricultural Products (Other)
*01.05 00	Ornamental Horticulture
01.05 01	Arboriculture
01.05 02	Floriculture
01.05 03	Greenhouse Operation & Mgmt
01.05 04	Landscaping
01.05 05	Nursery Operation & Management
01.05 06	Turf Management
*01.06 00	Agricultural Resources
*01.06 01	Forests
01.06 02	Recreation
01.06 03	Soil
01.06 04	Wildlife (Including Game Farms & Hunting Areas)
01.06 05	Water
01.06 06	Air
01.06 07	Fish (Including Farms & Hatcheries)
01.06 08	Range
*01.07 00	Forestry (Production, Processing, Management, Marketing, & Services)
01.07 01	Forests
01.07 02	Forest Protection
01.07 03	Logging (Harvesting & Transporting)
01.07 04	Wood Utilization
01.07 05	Recreation
01.07 06	Special Products
*01.99 00	Other

Distributive Education

*04.01 00	Advertising Services
*04.02 00	Apparel & Accessories
*04.03 00	Automotive
*04.04 00	Finance & Credit
*04.05 00	Floristry
*04.06 00	Food Distribution
*04.07 00	Food Services
*04.08 00	General Merchandise
*04.09 00	Hardware, Building Materials, Farm & Garden Supplies, & Equipment
*04.10 00	Home Furnishings
*04.11 00	Hotel & Lodging
*04.12 00	Industrial Marketing
*04.13 00	Insurance
*04.14 00	International Trade
*04.15 00	Personal Services
*04.16 00	Petroleum
*04.17 00	Real Estate
*04.18 00	Recreation & Tourism
*04.19 00	Transportation
04.20 00	Retail Trade (Other)
04.31 00	Wholesale Trade (Other)
*04.99 00	Other

Health Occupations Education

07.01 00	Dental
*07.01 01	Dental Assisting
*07.01 02	Dental Hygiene (Associate Degree)
*07.01 03	Dental Laboratory Technology
07.02 00	Medical Laboratory Technology
07.02 01	Cytology (Cytotechnology)
07.02 02	Histology
*07.02 03	Medical Laboratory Assisting
07.02 04	Hematology
*07.02 99	Other Medical Laboratory Technology
07.03 00	Nursing
*07.03 01	Nursing (Associate Degree)
*07.03 02	Practical (Vocational) Nursing
*07.03 03	Nursing Assistance (Aide)
07.03 04	Psychiatric Aide
07 03 05	Surgical Technician (Operating Room Technician)
07.03 06	Obstetrical Technician
07.03 07	Home Health Aide
07.04 00	Rehabilitation
*07.04 01	Occupational Therapy
*07.04 02	Physical Therapy Assistant
07.04 03	Prosthetics
07.04 04	Orthotics
07.05 00	Radiologic (X-Ray)
*07.05 01	Radiologic Technology (X-Ray)
07.05 02	Radiation Therapy
07.05 03	Nuclear Medical Technology
07.05 99	Radiologic (Other)
07.06 00	Ophthalmic
07.06 01	Ophthalmic Dispensing
07.06 02	Orthoptics
07.06 03	Optometrist Assistant
07.06 99	Opthalmic (Other)
*07.07 00	Environmental Health
07.07 01	Environmental Health Assistant
07.07 02	Radiological Health Technician
07.07 03	Sanitarian Assistant
*07.08 00	Mental Health Technology
07.08 01	Mental Health Technician
07.08 02	Mental Retardation Aide
07.08 99	Mental Health Technology (Other)
07.09 00	Misc Health Occupations Education
07.09 01	Electroencephalograph Technician
07.09 02	Electrocardiograph Technician
*07.09 03	Inhalation Therapy
*07.09 04	Medical Assistant (Physician's Office)
07.09 05	Central Supply Technician
*07.09 06	Health Aide
07.09 07	Medical Emergency Technician
07.09 08	Food Service Supervisor
07.09 09	Mortuary Science
07.09 10	Orthopedic Assisting
*07.99 00	Other

Home Economics

09.01 01	Comprehensive Homemaking or Home Economics
*09.01 02	Child Development
*09.01 03	Clothing and Textiles
*09.01 04	Consumer Education
09.01 05	Family Health
*09.01 06	Family Relations
*09.01 07	Food and Nutrition
*09.01 08	Home Management
*09.01 09	Housing & Home Furnishings
*09.01 99	Other
*09.02 01	Care & Guidance of Children
*09.02 02	Clothing Management, Production, and Services
*09.02 03	Food Management, Production, and Service
*09.02 04	Home Furnishings, Equipment & Services
*09.02 05	Institutional & Home Management & Supportive Services
*09.02 99	Other

Office Occupations

*14.01 00	Accounting & Computing Occupations
14.01 01	Accountants
14.01 02	Bookkeepers
14.01 03	Cashiers
14.01 04	Machine Operators: Billing, Bookkeeping, & Computing
14.01 05	Tellers
*14.02 00	Business Data Processing Systems Occupations
14.02 01	Computer & Console Operators
14.02 02	Peripheral Equipment Operators
14.02 03	Programmers
*14.03 00	Filing, Office Machines, & General Office Clerical Occup
14.03 01	Duplicating Machine Operators
14.03 02	File Clerks
14.03 03	General Office Clerks
*14.04 00	Information Communication Occup
14.04 01	Communication Systems Clerks
14.04 02	Correspondence Clerk
14.04 03	Mail & Postal Clerks
14.04 04	Mail-Preparing & Mail-Handling Machine Operators
14.04 05	Messengers, Office Boys, & Office Girls
14.04 06	Receptionists & Information Clerk
*14.05 00	Materials Support Occupations (Transporting, Storing, Recordin
14.05 01	Planning & Production Clerks
14.05 02	Quality Control Clerks
14.05 03	Shipping & Receiving Clerks
14.05 04	Stock & Inventory Clerks
14.05 05	Traffic, Rate, & Transportation Clerks

*Indicates USOE Instructional Codes listed on OE Form 3138 (5/71).

BEST COPY AVAILABLE

UNITED STATES OFFICE OF EDUCATION (USOE) INSTRUCTIONAL CODES (Cont.-page)

*14.06 00	Personnel Training, & Related Occupations (2-year comb. only)	
14.06 01	Educational Assistants & Training Specialists	
14.06 02	Interviewers & Test Technicians (2-year combination only)	
14.06 03	Personnel Assistants (2-year combination only)	
*14.07 00	Stenographic, Secretarial, & Related	
14.07 01	Executive Secretary	
14.07 02	Secretaries	
14.07 03	Stenographers	
*14.08 00	Supervisory & Administrative Management Occupations (2-year combination only)	
14.08 01	Administrative Assistants (2-year combination only)	
14.08 02	Budget Management Analysts (2-year Secondary comb. only)	
14.08 03	Clerical & Office Supervisors (2-year combination only)	
14.08 04	Data-Methods & System-Procedures Analysts (2-year sec. comb. only)	
14.08 05	Office Managers & Chief Clerks (2-year combination only)	
*14.09 00	Typing & Related Occupations	
14.09 01	Clerk-Typists	
14.09 02	Typists	
*14.99 00	Other	

Technical Education

*16.01 01	Aeronautical Technology
*16.01 03	Architectural Technology (Building Construction)
*16.01 04	Automotive Technology
*16.01 05	Chemical Technology
*16.01 06	Civil & Sanitation Technology
*16.01 07	Electrical Technology
*16.01 08	Electronic Technology
*16.01 09	Electromechanical Technology
*16.01 10	Environmental-Control Technology
*16.01 11	Industrial Technology
*16.01 12	Instrumentation Technology
*16.01 13	Mechanical Technology
*16.01 13	Machine & Tool Design
*16.01 14	Metal Technology
16.01 16	Petroleum Technology
*16.01 17	Scientific Data Processing
16.02 04	Plant Science
16.03 00	Health-Related Technology
16.04 00	Office-Related Technology
*16.05 01	Commercial Pilot Training
*16.05 02	Fire & Safety Technology
*16.06 03	Forestry Technology
*16.09 04	Oceanographic Technology
*16.06 05	Police Science
*16.99 01	Air Pollution Technology
*16.99 02	Water and Waste Water Technology
*16.99 00	Other

Vocational Industrial Education

*17.01 00	Air Conditioning
17.01 01	Cooling
17.01 02	Heating
17.01 03	Ventilation (Filtering & Humidification)
*17.02 00	Appliance Repair
17.02 01	Electrical Appliances
17.02 02	Gas Appliances
17.03 00	Automotive Services
*17.03 01	Auto Body Repair
*17.03 02	Auto Mechanics
17.03 03	Automotive Specialization (Other)
*17.03 99	Automotive Services, Other
*17.04 00	Aviation Occupations
17.04 01	Aircraft Maintenance (Mechanics), Airframe, Power Plant, Other
17.04 02	Aircraft Operations
17.04 03	Ground Operations
*17.05 00	Blueprint Reading
*17.06 00	Business Machine Repair
*17.07 00	Commercial Art
17.07 01	Interior Decorating
17.07 02	Window Display
17.07 03	Product Design
*17.08 00	Commercial Fishery Occupations
17.08 01	Seamanship
17.08 02	Ship & Boat Operation & Maint
*17.09 00	Commercial Photography
17.09 01	Photographic Lab & Darkroom
17.10 00	Construction & Maint (Building Trades)
*17.10 01	Carpentry
*17.10 02	Electricity
17.10 03	Heavy Equipment (Construction, Maintenance, Operation
*17.10 04	Masonry (Bricklaying)
17.10 05	Painting & Decorating
17.10 06	Plastering
*17.10 07	Piping Trade
17.10 08	Dry-wall Installation
17.10 10	Roofing
*17.10 99	Other Construction & Maintenance
*17.11 00	Custodial Services
*17.12 00	Diesel Mechanics
*17.13 00	Drafting
*17.14 00	Electrical Trades
17.14 01	Industrial Electrician
17.14 02	Lineman
17.14 03	Motor Repairman
*17.15 00	Electronic Occupations
17.15 01	Communications
17.15 02	Industrial Electronics
17.15 03	Radio and Television Repair
*17.16 00	Fabric Maintenance Services
17.16 01	Cleaning and Pressing
17.16 02	Laundering
*17.17 00	Foremanship, Supervision, & Management Development
17.18 00	General Continuation
*17.19 00	Printing Trades
17.19 01	Composition, Makeup, & Typesetting
17.19 02	Printing Press Occupations
17.19 03	Lithography, Photography, & Platemaking
17.19 04	Photoengraving
17.19 05	Silk Screen Making & Printing
17.19 06	Bookbinding
*17.20 00	Industrial Atomic Energy
17.20 01	Installation, Operation, & Maintenance of Reactors
17.20 02	Radiography
17.20 03	Industrial Uses of Radioisotopes
*17.21 00	Instrument Maintenance & Repair (Instrumentation)
17.21 01	Instruments (Other than Watches & Clocks)
17.21 02	Watchmaking & Repair
*17.22 00	Maritime Occupations (Including maintenance & operation for shrimping industry)
*17.23 00	Metalworking
17.23 01	Foundry
17.23 02	Machine Shop
17.23 03	Machine Tool Operation
17.23 04	Metal Trades
17.23 05	Sheet Metal
17.23 06	Welding, Gas Welding, Electric Welding, Combination Welding, Brazing & Soldering Operations, Welding & Cutting (Other)
17.23 [illegible]	Tool & Die Making
17.23 08	Die Sinking
17.23 09	Metal Fabrication
*17.24 00	Metallurgy
17.25 00	Personal Services
*17.26 01	Barbering
*17.26 02	Cosmetology
*17.26 99	Other Personal Services
*17.27 00	Vocational Practice Occupations
17.28 00	Public-Service Occupations
*17.28 01	Fireman Training
*17.28 02	Law Enforcement Training
*17.28 99	Other Public Service
*17.29 00	Quantity Food Occupations
17.29 01	Baker
17.29 02	Commercial Cooking
17.29 04	Waiter/Waitress
*17.30 00	Refrigeration
*17.31 00	Small Engine Repair
*17.32 00	Stationary Engine Sources Occupations
17.32 01	Electric Power Generating Plants
17.32 02	Pumping Plants
17.32 99	Industrial Engine Repair
*17.33 00	Textile Production & Fabrication
17.33 01	Muscle Trades
17.33 02	Tailoring
*17.34 00	Leather Trades (Shoe Repair)
17.34 01	Manufacturing
17.34 02	Shoe Repair
*17.35 00	Upholstering
*17.36 00	Woodworking
17.36 01	Millwork & Cabinetmaking
*17.99 00	Other

*99.00 00	Total Special Programs
*99.01 00	Group Guidance (Pre-vocational)
*99.02 00	Pre-post Secondary
*99.03 00	Remedial
*99.04 00	Other N.E.C.

*Indicates USOE Instructional Codes listed on OE Form 3138 (5/71).

Occupational Clusters for CVAE, VEH

	Use Appropriate USOE Code
Building Maintenance	17.10 99
Commercial Display, Decoration	17.07 00
Cooperative Part-Time Training	
Furniture Repair & Upholstery	17.35 00
General Construction Trades	17.10 00
General Farm & Ranch	01.99 00
General Marine Repair	17.08 99
General Mechanical Repair	17.03 02
Horticulture Related	01.05 00
Laundry & Dry Cleaning	17.16 00
Metal Trades	17.23 04
Office Duplicating Practices	14.03 00

BEST COPY AVAILABLE

MEMORANDUM

TO: Vocational Teacher/Coordinator, Bryan Public Schools

SUBJECT: Follow-Up Computer Printouts

FROM: Frank Lown, Follow-Up Coordinator, Bryan ISD

DATE: February 7, 1973

Attached are the computer printouts reflecting the information on current and former students contained in the master file of the Follow-Up program on January 26, 1973. These printouts include a listing of your active students currently enrolled in your vocational class(s), listings of your former students by year in which they exited the Bryan Schools, and summary sheets which summarize by year, the number of former students taught by each instructor, catagorized by the students current occupation and relationship to the program. If a student(s) is not listed on a roster, he/she was not in the file at the time it was printed. To make the file complete, appropriate forms (active or follow-up) should be completed on each student not in the file and forwarded to the Follow-up coordinator.

Two copies each of your active student roster and your follow-up student roster is provided each teacher/coordinator. Copy one is to be retained by you for use as you deem appropriate. Copy two is to be used to indicate corrections, deletions and additions to update the information currently in the file. Annotations can be made directly on the printouts and the second copy forwarded to this office for updating the master file.

Only one copy of each summary on Former Students has been forwarded. This copy is for your retention and use as you see fit. In the event errors are detected in the summaries, appropricate corrections/changes will have to be made to the information on the roster for the student(s) causing the summary data to be in error.

Mailers for each former student in the file have been produced and will be forwarded to each vocational teacher/coordinator in the near future for follow-up on their former students. It is suggested that the follow-up mailers be mailed to former students during the month of their birthday, thereby spreading out the chore over 12 months in lieu of forwarding them all at one time. A greeting is being developed and produced and sufficient copies will be forwarded with your mailers, envelopes and stamps for your signature and mailing to each former student, if you so choose.

BEST COPY AVAILABLE

It is highly desirable to have as accurate and current a master file of active and former students as possible. Accordingly, it would be most helpful if each vocational teacher/coordinator would review and update the second copy of their printouts and forward them to this office as soon as possible. Likewise, for any students, active or former who do not appear on the printouts, the appropriate form (active student Data for Computer File or Follow-up Data for Computer File) should be completed and forwarded to this office. If additional copies of these forms or any further information is required, please contact the undersigned in Room 154, Bryan High School or call 822-3711, Ext. 57 or 58.

Frank Lown
Follow-Up Coordinator
Bryan ISD

BEST COPY AVAILABLE

MEMORANDUM

TO: VOCATIONAL TEACHERS/COORDINATORS, BRYAN PUBLIC SCHOOLS
SUBJECT: FOLLOW-UP MAILERS
FROM: FRANK LOWN, FOLLOW-UP COORDINATOR
DATE: MARCH 12, 1973

Enclosed for your further distribution are Mailers for your former students included in the Follow-Up Master File at this time. Also enclosed is a cover sheet which you may sign and forward with each mailer, if you desire. Only sufficiant window envelopes, return envelopes and postage are being provided you at this time for those former students whose birthdays occur in the month of January, February or March. Additional stamps and envelopes will be provided on a monthly basis in the quantities required. Suggest follow-up mailers be forwarded to students during the month their birthday occurs and you include a personal note of greeting and encourage return of the updated mailer.

In order to maintain the Follow-Up Files up to date at all times, it is suggested that you update your copy of the Former Student Roster when the updated mailer is returned and then forward the mailer to this office as soon as possible so that the Master File in the Computer can be updated. Mailers will be returned to appropriate teacher/coordinator as soon as Master file update is keypunched.

It is planned to update the Master File on a continuous basis and provide teachers/coordinators updated rosters and summaries each semester. Accordingly, if changes, corrections and updates are forwarded to this office on a continuous basis as they occur or are received, the Master File can be maintained current at all times and delays in producing rosters and summaries will be held to a minimum.

If any further information or assistance is required, please contact the undersigned in room 154, Bryan High School or call 822-3711 Ext. 57 or 58.

Frank Lown
Follow-Up Coordinator

Cy To:
C. B. Jones

BEST COPY AVAILABLE

MEMORANDUM

TO: Former Students of Bryan Public Schools

SUBJECT: Follow-Up for Computer Files

FROM: Follow-Up and Placement Coordinator, Bryan ISD

The Bryan Independent School District (ISD) has initiated a computerized Follow-Up Program for former students attending the Bryan Public Schools who have left the school system within the past five years. The purpose of this program is to stay in contact with our former students so that we can maintain current information on them to evaluate the effectiveness of various aspects of our educational process and provide any assistance that may be desired by former students.

For this reason, we would greatly appreciate your cooperation and time to review the attached computer printout of the information we have on you in our file and correct any errors and complete any incomplete items. Corrections and additions may be made on the attached printout. After making appropriate corrections and additions, please return it to us in the enclosed self addressed stamped envelope so that we can update our records and maintain the most current information on you in our files. We will continue to send these information sheets to you for update once a year, for a period of five years.

A few moments of your time and your cooperation will be most appreciated. Following is an explanation of the information desired in each item:

STUDENT ID NUMBER - Enter your social security number.

DATE OF THIS RECORD - Enter the date you are reviewing and correcting the form. Enter Month-Day-Year, as follows: 10-15-72 for October 15, 1972.

NAME WHILE A STUDENT - Enter the name you were registered under while a student in school.

EMPLOYED - If you are currently working, enter "Yes"; if not working, enter "No".

OCCUPATION - If you are employed, enter the name of the occupation in which you are working.

JOB TITLE - Enter the title of the job you have, if you are working.

HRS/DAY - Enter the number of hours per day you are working.

BEST COPY AVAILABLE

CURRENT SALARY - Enter the salary per month you are currently receiving in the job in which you are employed.

SEX - Enter "F" if you are a female; enter "M" if you are a male.

DATE OF BIRTH - Enter the month, day and year of your birth. For example, enter 08-21-52 for August 21, 1952.

BEGINNING SALARY - If the salary you received when you started in the job you presently have was different from the salary you are currently receiving, enter the amount you received when you started working.

PRESENT NAME (if different from above) - If your present name is different from you name while a student, enter your present name.

NUMBER OF EMPLOYEES SUPERVISED - If you supervise any other employees in the job you currently have, enter the number of people under your supervision.

YEAR YOU ENTERED THE FOLLOW-UP PROGRAM - Enter the end year of the school year that you completed or left school in Bryan. For example, if you graduated at the end of school year 1971-72, enter "72". If you transferred or dropped out of school in December of school year 1971-72, also enter"72".

CURRENT ADDRESS - Enter your current mailing address.

PHONE NUMBER - Enter you current telephone number, including the area code.

WERE YOU ENROLLED IN A VOC/ED PROGRAM - If you were enrolled in one or more Vocational Education classes while attending Bryan Public Schools, enter "Yes; if not, enter "NO".

EMPLOYER ADDRESS - If you are currently employed, enter the address of the firm for which you are working.

EMPLOYER PHONE NUMBER - Enter the telephone number of the firm for which you are working, if you are employed.

EMPLOYER NAME - Enter the name of the firm for which you are working, if you are employed.

BEST COPY AVAILABLE

WHICH COURSE DID YOU TAKE - If you took a Vocational Education course while in a Bryan school, the following items apply to this entry:

PROGRAM CODE - Enter the appropriate code for the Vocational Education course or courses you took while in school:

CODE	COURSE
COAG	Cooperative Agriculture
VOAG	Vocational Agriculture
AMEC	Auto Mechanics
BLTD	Building Trades
BVAE	Building Maintenance - Vocational Academic Education
CSMG	Cosmetology
CVAE	Coordinated Vocational Academic Education
DETR	Distributive Education Training
DPTR	Data Processing Training
DVAE	Office Duplication - Vocational Academic Education
ICTR	Industrial Cooperative Training
HECT	Home Economic Cooperative Training
HVAE	Ornamental Horticulture - Vocational Academic Education
HOCT	Health Occupations Cooperative Training
PELB	Pre Employment Lab
HMKT	Homemaking Training
VONR	Vocational Nurse Training
VOED	Vocational Office Education

NO. HOURS IN COURSE - Enter the total number of hours, classroom and on the job, as appropriate, included in the Vocational Education course or courses you took while in school. For example, if you took a course that was a full year course (180 days) and you were in the classroom two hours a day and worked in a training station three hours a day, you would enter "900" (5 hours per day for 180 days). If you were just in the classroom for two hours a day, enter "360" (2 hours per day for 180 days).

SCHOOL CODE - Enter the appropriate code or codes for the school or schools where you took a Vocational Education course:

CODE	SCHOOL
001	Bryan High School
002	Stephen F. Austin High School
041	Anson Jones School
042	Lamar School
103	Kemp School

BEST COPY AVAILABLE

TEACHER - Enter the last name of the teacher or teachers who taught the Vocational Education course or courses you took while in the Bryan Schools.

DATE EXITED - Enter the month and year you finished, transferred or dropped out of the Vocational Education program in the Bryan Schools.

REASON EXITED - Enter the reason why you left the Vocational Education program. If you graduated, enter "GRAD:; if you transferred, enter "TRFR"; if you dropped out or departed early for any reason, enter "DROT".

HOURS COMPLETED - Enter the number of hours you completed of the total number of hours in the Vocational Education course or courses listed above.

PERCENT COMPLETED - Enter the percent of the Vocational Education course or courses listed above which you completed while in Bryan schools. If you successfully completed the course and received credit for it, enter "100%".

POST EXIT ACTIVITY - Enter the code for the activity that best describes your current situation (applicable to all former students):

CODE	ACTIVITY
HISC	Continuing High School, either locally or in another school district.
COL2	Attending a 2 year college
COL4	Attending a 4 year college
VOTC	Enrolled in a Vocational/Technical training school
ENAF	Entered the Armed Forces
MARD	Got married and you are a housewife not working
WORK	Got a job and you are working (part-time or full-time), whether married or not, or if working and attending school part time.
UNEM	Unemployed

(If other than above, specify)

DATE YOU STARTED THE COURSE - Enter the month and year that you started the Vocational Education course or courses entered above. For example, enter 08-71 for August, 1971.

REMARKS - Enter any remarks you may have. Comments are especially desired relative to the training you received in the Bryan Schools. Comments concerning the adequacy of the

BEST COPY AVAILABLE

Vocational and Technical training in preparing you for an occupation would be welcomed. For example: Are you staisfied with the course or courses you took? Would you have taken some other course had it been offered? What additional skill-training, if any, should be added to the course or courses in which you were enrolled? Etc.

BEST COPY AVAILABLE

G R E E T I N G S

FROM THE BRYAN PUBLIC SCHOOLS

As you may recall, the Bryan School system has initiated a program to keep in touch with each of its former students and follow up on your post school activities to let you know we haven't forgotten you. We now have an Electronic Data Processing Computer Program to assist us in this endeavor. The attached computer printout represents the information we have on you in the computer file.

In order for us to help you and the students who follow you in the Bryan Schools, it would be most appreciated if you would review this printout and correct any information that is in error and fill in any data that is missing. A pre-addressed, stamped envelope is enclosed for returning the updated form to us.

Again, a hearty salute from your alma mater and please feel free to call on us at any time if we can be of assistance to you.

Sincerely,

BEST COPY AVAILABLE

BRYAN HIGH SCHOOL

SOUTH CAMPUS
3401 East 29th/Bryan, Texas 77801

October 16, 1972

Dear Former Student:

The Bryan Public School System has initiated a computerized program to keep in touch with its former students and follow-up on their post high school activities. We feel that our responsibilities to you did not end when you left our school and we want you to know we are still available to help you in any way we can.

To accomplish this, we need to maintain certain information in our file on ex-students. The attached sheet is a computer printout of the information we now have on you. It would be most appreciated and helpful if you would review this data and correct or complete those items that apply to you. It is realized that all items on the form do not apply to all students. Accordingly, disregard those items that are not applicable to you. Please enter your Social Security Number after "Student ID Number", if it is not already entered. Corrections and additions can be made on the attached sheet and returned in the enclosed pre-addressed, stamped envelope.

A few moments of your time and your cooperation will be most appreciated. If there is anything we can do for you, please get in touch with us. We would like to keep in contact with you as long as possible; therefore, if we do not hear from you, we will be mailing a similar form to you in the future.

Sincerely,

Bobby J. Beard

Bobby J.Beard
Principal